

**The University of Economics, Prague**  
**The Department for the Administration of Facilities**  
**Order of the Director of DAF VŠE in Prague No. 11/2020**

Ref. No.: VŠE/1647/7000/2020

Reg. No.: VŠE/ 2255/2020

In Prague, March 18<sup>th</sup>, 2020

To prevent the spread of coronavirus COVID-19 within the Jarov campus and other dormitories of the University of Economics in Prague and to ensure the operation of the dormitory of the University of Economics and the administrative part of the CKJ, I immediately order these measures:

1. Entry to the Jarov campus, CKJ building and to all dormitories of the University of Economics in Prague is allowed only with covered mouth and nose with a (temporary) face mask or respirator.
2. Movement in the common areas of the Jarov campus (and outdoor), dormitories of VŠE and the CKJ building (corridors) is also possible only with a (temporary) face mask or respirator.
3. With immediate effect, I cancel and prohibit any meetings involving more than three persons. All meetings between students and CKJ staff must be conducted with a covered mouth and nose with a (temporary) face mask or respirator.
4. At meetings, where are required more CKJ employees to attend, the meetings will be conducted by SKYPE until further notice.
5. Either the manager of the dormitory or his/her deputy will be present at the dormitories. The other person will work from home. They will take turns in a 14-day cycle to ensure that the coming person is healthy.
6. I order receptionists and all dormitory staff to supervise the accommodated persons and strictly require compliance with points 1) and 2) of this order.
7. Temporary cotton face mask and scarves must be disinfected at least once a day with steam up to 120 ° C or washed to 90 ° C followed by ironing.
8. Two ozone generators will be located to each dormitory and to the CKJ office building.
9. At the dormitories, these ozone generators will always disinfect cells and rooms according to the following priorities:
  - 9.1. The manager's office, deputy head's office and reception office at least once a week.
  - 9.2. Premises which newly accommodated person have to move in (normal or quarantine).
  - 9.3. Premises from which the accommodated persons moved out (normal and quarantine).
  - 9.4. Rooms where no students are accommodated.The managers of dormitories will keep records of disinfected areas - room number, date of last disinfection.
10. In the administrative part of the CKJ, two offices will be disinfected overnight, always according to the schedule led by Martin Haniak.

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Ing. Ota Zima, CSc.  
Director DAF VŠE v Praze